

KnightTime Correction Sheet

Full Name: _____

Student ID: _____ Department: _____

Oops! I incorrectly punched In / Out (check one) on _____ at _____
(date) (time)

OR

I forgot to punch In / Out (check one) on _____
(date)

My time should **actually** read: _____ from _____ to _____ .
(date) (time in) (time out)

Student Signature: _____

*** Complete and submit this form to your supervisor as soon as possible.**

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